

KIRKWOOD COMMUNITY COLLEGE
Meeting of the Board of Trustees
Thursday, August 8, 2024, 4:30 P.M.
Tippie Business Event Room

MINUTES

Present: Steve Caves, Peggy Doerge, Alan Jensen, Jim Mollenhauer, Tracy Pearson, Keith Stamp, Joel Thys [Zoom], Lorraine Williams, and Leslie Wright.

Also Present: Kristie Fisher, President; Casey Dunning, Vice President-Finance; Peg Sprengeler, Board Secretary; Jacki Brucher Moore, KFA Representative; Emily Grzywacz, KSA Representative.

Chair Mollenhauer called the meeting to order at 4:30 p.m.

No public comments.

Trustees Wright and Doerge moved and seconded approval of the minutes from the meeting held on July 16, 2024, and directed them to be made a part of the permanent record. Motion carried: 9-0.

Trustees Williams and Stamp moved and seconded approval of the August 8, 2024 agenda. Motion carried: 9-0.

INFORMATIONAL ITEMS

Kirkwood Report

Justin Hoehn, Director of Media Relations and Communications, provided the Kirkwood report, which included:

- Student of the month: Jonah Knox. Jonah Knox, originally from Guatemala, was adopted and brought to the United States when he was just seven months old. He graduated from Metamora High School, located northeast of Peoria, Illinois. Jonah chose Kirkwood for its intimate class sizes and strong sense of community. He is currently pursuing an Associate of Applied Sciences degree and plans to transfer to an SEC school [preferably University of Texas at Austin] to get a degree in biology.
- As in previous years, Kirkwood will have a booth at the Iowa State Fair, located in the Varied Industries Building. Our staff will be on hand to share information about Kirkwood and all that it offers.
- Welcome Week will kick off the week of August 26, coinciding with the start of the new semester. This event-filled week is designed to warmly welcome students back to campus and help them begin the year on a positive note. Activities will include a kickoff celebration, a hypnotist performance, mini-golf, bowling, ice skating, and more.
- Kirkwood and the University of Iowa are collaborating to offer a four-year Bachelor of Science degree in Medical Laboratory Science (MLS) starting this fall. Students can enroll at either institution to begin their coursework. Upon completing all program requirements, graduates will receive their degree from the Carver College of Medicine and be eligible to take the MLS certification exam, administered by the American Society for Clinical Pathology.
- The Hotel at Kirkwood Center has been recognized as the Best Banquet/Event Facility in the area by the readers of the Corridor Business Journal, surpassing Big Grove Brewery, Taproom in Iowa City and the Hyatt Regency in Coralville Landing. Additionally, the Hotel will be featured on

KCRG's morning show, Everyday Iowa, starting this month through January. This segment will highlight the Hotel's exceptional culinary offerings.

- Kirkwood alumni who are entrepreneurs are encouraged to apply to have their businesses listed in the college's Alumni-Owned Business Directory. This directory is designed to connect alumni and support their businesses. The July Alumni-Owned Business of the Month is Shawnniecakes Café, owned by 2001 graduate LeShawn Shawnnie Smith. Her bakery, offering a variety of treats from pies to cupcakes, was even featured on CBS's Late Show with Stephen Colbert's "Small Business Bump."
- Our summer orientations are coming to a close. One attendee, who brought his grandson, expressed his gratitude for Kirkwood's dedication to helping each student achieve their academic goals. He noted that his grandson left feeling excited and ready to start classes.
- Ford and Junge Automotive Group have generously donated a 2023 Lincoln Aviator to our Automotive Technology Program. This advanced vehicle, equipped with the latest features, will provide students with invaluable hands-on learning opportunities.

Operations Update

The Kirkwood Operations Team introduced themselves and shared highlights of their respective areas and recent achievements.

- **Troy McQuillen, Vice President of Operations**, began by expressing gratitude for the opportunity to present the operations team.
 - **Lee Ann Grimley, Retail Operations Manager**, kicked off the presentation with an overview of the Bookstore and EagleTech operations, distributing a handout detailing the sales and services provided by her team.
 - **Jackie Bohr, Hotel General Manager**, spoke about the hotel, catering, and café operations at the college.
 - **Renee Price, Equestrian Center Manager**, discussed the diverse range of events hosted at the equine center, the staffing required for each, and their future plans.
 - **Cale Loewen, Compliance and Operations Manager**, highlighted the over 400 life and safety compliance tasks performed monthly and annually across the college. He also elaborated on the Fleet and Mail Services operations.
 - **Casey Dunning** introduced **Jason Mittermaier** and **Sarah Schrobilgen** to the Board, explaining how the Finance team supports Enterprise services through budgeting, risk mitigation, and insurance.

Troy concluded by expressing anticipation for a more comprehensive presentation of all enterprise operations in the spring of 2025.

Financial Report

Treasurer Dunning provided a high-level review of the cash balance report. Typically, the months of July and August have seen decreases in cash balances due to less revenue being collected during these months, annual payments paid at the beginning of the new fiscal year, and reimbursements from fiscal year end not being received until September.

The College has established a baseline for unrestricted days of cash reserve at 75 days. As of July 2024, the College has 116 days of unrestricted days of cash reserves which exceeds the target of 75 days unrestricted cash reserve. Beginning in FY25 the report will reflect a new bank account associated with the Hotel's operating cash. While the cash is restricted for use at the Hotel, the expenses

associated with the Hotel are included in the College's operating budget. The addition of this cash account to the report brings the cash reporting into better alignment with the operating budget and projected daily expenditures used to calculate performance compared to the 75 days cash reserve KPI.

Treasurer Dunning also provided a brief overview of upcoming financial topics that will be presented at Board of Trustee meetings in the Fall.

CONSENT AGENDA

Trustees Wright and Williams moved and seconded approval of the Consent Agenda. Motion carried: 9-0.

- A. Personnel (as attached to these minutes).
- B. Synopsis of Bills:
 1. Kirkwood Community College pages 1 through 72 for a total of \$6,825,621.51
 2. The Hotel at Kirkwood Center pages 1 through 4 for a total of \$ 196,481.91
- C. Change Orders:
 1. Boomerang, Kirkwood Oakdale Campus Parking Lot Addition – \$ 550.00
 - i. Add (2) painted pedestrian crosswalks, 24" x 10' long blocks typical, white with reflective beads.
 2. Boomerang, Kirkwood Oakdale Campus Parking Lot Addition – \$1,916.29
 - i. Relocated conduit from monument sign to new light pole and provide new conduit to feed west row of light poles in existing parking lot.

NEW BUSINESS AGENDA

Administration

Trustees Jensen and Pearson moved and seconded approval for the purchase of 80 acres of land at 2800 Wright Blvd. E. Cedar Rapids, IA 52404 at the purchase price of \$1,356,000. Motion carried: 9-0.

Board

No new business for the board.

DELEGATIONS, PETITIONS, AND COMMUNICATIONS

President's Report

- New faculty joined us on campus this week, bringing a remarkable wealth of experience.
- FY25 enrollment continues to show strong growth.
- The first week of classes kicks off on August 26, 2024.
- Jasmine Almoayyed, Vice President of Continuing Education & Training Services, shared an update on a partnership with Iowa Workforce Development to assist recently displaced Kinze Manufacturing workers.
- The new Continuing Education Catalog is impressive, featuring a wide range of course offerings.

Secretary's Report

- The Annual Fall kick-off is August 21, 2024 in Ballantyne Auditorium.
- The Joint meeting with Grant Wood Area Education Agency immediately follows today's board meeting.

Report of Board Members

No reports from Trustees.

There being no further business coming before the Board, Trustees Stamp and Wright moved and seconded the meeting be adjourned at 5:24 p.m. Motion carried: 9-0.

Respectfully submitted by:

Peg Sprengeler, Board Secretary

Approved by Board on September 12, 2024:

James Mollenhauer, Chair

**Board of Trustees' Agenda
August 08, 2024**

Replacements/New Positions

Name	Title	Department	Effective Date	Replaces/New
Chelsea White	Secondary Ops Specialist I	Secondary Programs	08/05/2024	Cathy Dick
Amanda Feyerabend**	Program Manager	Continuing Ed	08/05/2024	Doris Metz
Tyler Bullock	Assistant Men's Basketball Coach/Digital Specialist	Athletics	07/15/2024	Tyler Francis
Wyatt Landuyt- Krueger	Custodian	Facilities	07/15/2024	Romil Patel
Lynn Lueck**	Associate Athletic Director	Athletics	06/24/2024	NEW
Shelton Strickler	Environmental Specialist	Facilities	08/19/2024	Linda Figdore
Kristine Weis**	Operations Coordinator	Agricultural Science	08/05/2024	NEW
David Heffer	Director of Public Safety	Facilities	08/19/2024	Andrew MacPherson
Aiden Pham	Custodian	Facilities	08/19/2024	Kyle Horstman
Tonya Caron	Program Specialist	Workplace Learning Connection	08/19/2024	NEW
Breanna Cufur	Operations Specialist II	Health Occupations	08/05/2024	Megan Suedkamp
Michelle Black**	Retail Ops Supervisor	Bookstore	07/29/2024	Craig Kuehns
Jourdan Jiruska*	Clinical Compliance Manager	Health Occupations	07/29/2024	Mike Robinson
Shane Chapman**	Instructor	Agricultural Science	08/05/2024	Adam Boysen
Jordan Eastburn**	Department Coordinator	Finance/Foundation	08/12/2024	NEW
Victoria Dabler**	Associate Dean	Industrial Technology	08/05/2024	NEW

*Internal Transfer

** Internal Promotion

Separation of Employment

Name	Title	Department	Effective Date
Elissa Meinecke	Program Advisor	TRIO	08/08/2024
Phillip Schwickerath	Instructor	Industrial Technology	07/03/2024
Cody Hayes	Public Safety Officer	Facilities	07/26/2024

Change in Status

Name	Title	Department	Effective Date	Change
Nicholas Yoder	Instructor	Industrial Technology	07/29/2024	Temp to FT